



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10

1200 Sixth Avenue, Suite 900
Seattle, WA 98101-3140

OFFICE OF
MANAGEMENT PROGRAMS

May 8, 2013

MEMORANDUM

SUBJECT: Updated Guidance on Conference Reporting

FROM: Tim Hamlin, Acting 
Regional Senior Resource Official (SRO)

THRU: Russell Harmon, Manager 
Fiscal Management and Planning Unit

TO: Scott Ryan
Regional Financial Management Officer (FMO)

I hereby designate you and successor FMOs to report conferences for EPA Region 10 with net expenses greater than \$20,000 to the OIG within 15 calendar days of the conference conclusion date per the attached April 16, 2013, memorandum from David A. Bloom, Acting Deputy Chief Financial Officer. I and successor SROs retain this reporting authority as well.

Attachment



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR 16 2013

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Updated Guidance on Conference Reporting

FROM: David A. Blum
Acting Deputy Chief Financial Officer

TO: Senior Resource Officials

Section 3003 of the FY 2013 Continuing Resolution (CR), P.L. 113-6, included language with new requirements for conference reporting. This memorandum implements these requirements for the U.S. Environmental Protection Agency.

Agencies are now required to notify their Inspector General of any conference exceeding \$20,000 *within 15 days* from the conclusion date of the conference for any conference taking place in FY 2013 and beyond. New reporting requirements to OIG, which are effective immediately, are as follows:

- **Senior Resource Officials or their designee shall report conferences for their organization with net expenses greater than \$20,000 to the OIG within 15 calendar days of the conference conclusion date.** This requirement is for conferences occurring April 15, 2013 and after. Only the name of the conference, date, location and number of employees is required. Use the attached email template to send the report to OIG with a copy to OCFO's Office of Financial Management.
- **OCFO will report to the OIG on all agency conferences which occurred between October 1, 2012 and April 14, 2013.** Your assistance will be needed to gather data to meet this requirement. OCFO/OFM will provide additional guidance via a separate email.

Additionally, to meet other new reporting requirements of the FY 2013 CR, we are instituting the following:

- **Organizations must now submit a signed EPA Form 5170 for conferences over \$20,000.** This requirement is for conferences which have not been obligated as of April 15, 2013.
- **For conferences greater than \$100,000, organizations must start tracking and reporting several new items required in Section 3003 of the CR.** These include: methodology to determine which costs relate to a conference and a description of the contracting procedures used.

OCFO/OFM will provide more detailed guidance via a separate email.

The Deputy Administrator's May 23, 2012 memorandum and OCFO/OARM's joint June 13, 2012 implementing guidance memorandum¹ previously set the EPA's conference reporting requirements. The \$25,000 threshold has been lowered, but all other conference guidance from these memoranda, including definitions and procedures, remains the same at this time.

Thank you in advance for meeting these new reporting requirements. If you have any questions, please have your staff contact Steve Erickson at (202) 564-1780 and Nikki Wood at (202) 564-1784.

Attachment

cc: Acting Administrator
General Counsel
Inspector General
Chief of Staff
Assistant Administrators
Associate Administrators
Regional Administrators
Deputy Assistant Administrators
Deputy Associate Administrators
Deputy Regional Administrators
Deputy Chiefs of Staff
Assistant Regional Administrators
Senior Advisors
Amir Ingram
Senior Budget Officers
Junior Resource Officials
Regional Comptrollers
OCFO Senior Managers
Melissa Heist

¹ May 2012 Deputy Administrator memorandum and June 2012 OCFO/OARM joint guidance are posted on http://intranet.epa.gov/ocfo/management_integrity/conferences.htm. These memoranda detail the definition of a conference, as well as procedures for reporting conferences.

Email Template for Submitting Conference Reports to the Inspector General

FROM: [Name of Senior Resource Official or their designee, RPIO/Organization]
TO: heist.melissa@epa.gov
CC: conference@epa.gov; erickson.steven@epa.gov; wood.nikki@epa.gov
SUBJECT: Conference Report: [Name of Conference]

In accordance with Section 3003 of Public Law 113-6, my organization is submitting a report for the following conference with net expenses exceeding \$20,000.

Name of the conference:

Date(s):

Location (City/State):

Number of EPA employees attending: